

## Visiting Appointments

Article 10.20 of the 12th Collective Agreement specifies the following:

### *Visiting Appointment*

*A Visiting Appointment may be made for up to sixty months where external funding is available. Such appointments shall not be used in substitution of any other type of appointment but shall normally be used for bringing distinguished academics to the University. A Visiting Professor is not included in the full-time complement of the academic unit or the University.*

The following document sets certain guidelines for such visiting appointments at Acadia University on which the collective agreement is silent.

### Visiting Professors

On the recommendation of the Department/School, an academic at another institution who plans to visit Acadia for a period of time, may be appointed as a Visiting Professor.

The Department shall make the recommendation to the Dean of the Faculty, specifying the period of time for such an appointment. Along with its recommendation, the Department will provide the Dean with a copy of the nominee's curriculum vitae and a proposed research plan.

The Department is expected to provide the visitor with (shared) office facilities, and some courtesies such as use of a mailing address, and perhaps some secretarial support.

The Department will provide Visiting Professors with a computer account and e-mail privileges, as well as borrowing privileges at the University Library through a temporary user card.

The Dean, upon approval by the Vice-President Academic, shall send the required letter of invitation, with copies to the Vice-President Academic and President.

### Visiting Students

On the recommendation of a Department / School, a student from another institution who plans to complete a portion of their research at Acadia, may be appointed as a Visiting Student.

The department shall make the recommendation to the Dean of the Faculty, specifying the period of time for such an appointment. The recommendation should include consideration for Lab use & office space where applicable. It should also mention requests for computer account and access to building, office and labs where applicable. (This appointment should be discussed at a department meeting). A copy of the student's CV and proposed research plan would be an asset, although not required.

The University will provide the visiting student with a computer account and e-mail privileges, as well as borrowing privileges at the University Library through a temporary user card.

The VP Academic, upon the recommendation of the Dean, shall send the required letter authorizing their status as a visiting student with copies to Dean, Department Head/Director, Supervising Faculty, Human Resources, Library and Technology Services.